

Habitat for Humanity in Tri-Cities, WA

Court Ordered Community Service Volunteer Application

Thank you for your interest in Habitat for Humanity Tri-Cities. The information you provide will help us place you in a volunteer position which best suits your interests and skills, as well as the needs of our affiliate. Please note that due to insurance restrictions, we cannot accept volunteers under the age of 18. Information provided here is confidential and for our records only.

CONTACT INFORMATION:

Last Name: _____ First Name: _____

Date of Birth (mm/dd/yyyy): _____

Street Address: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Other Telephone: _____

E-Mail Address: _____ DOB: _____

Offense(s) Committed: Theft Other

For our records, please list your offense(s) including the number of service hours required for each:

SKILLS & INTERESTS:

To assist us in identifying individuals for specific tasks as they come available, please indicate any special skills and/or interests you have when working on the construction site or in the retail store:

AVAILABILITY:

Are you interested in volunteering on a consistent basis? yes no

Please indicate your preferred days/times to volunteer below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/> am	<input type="checkbox"/> am	<input type="checkbox"/> am	<input type="checkbox"/> am	<input type="checkbox"/> am	<input type="checkbox"/> am
<input type="checkbox"/> pm	<input type="checkbox"/> pm	<input type="checkbox"/> pm	<input type="checkbox"/> pm	<input type="checkbox"/> pm	<input type="checkbox"/> pm

Community Service Acknowledgement

I, _____, having been required by law to complete community service do hereby acknowledge that I have received a copy of, read and understand Habitat for Humanity’s Court Ordered Community Service Volunteers Guidelines. I also affirm that I will abide by the Habitat community service guidelines and give Habitat for Humanity Tri-Cities Partners permission to contact my Court Representative, Group Leader, or Parole Officer if necessary.

For our records, please complete the following regarding your offense and the hours to be served. This is for our records only and will be kept confidential.

Total number of community service hours assigned (including hours already completed): _____

Date assigned: _____ Date to be completed: _____

- List each organization that you have contacted/volunteered with prior to Habitat for Humanity in order to complete your service hours:

- Please provide a brief description of your service project goals:

Assigning Organization: _____

Contact Name (Court Representative/Group Leader/Parole Officer): _____

Title: _____

Contact Phone Number: _____

Volunteer Signature: _____

Date: _____

Court Ordered Community Service Volunteer Guidelines

Habitat for Humanity - Tri-Cities, WA reserves the right to refuse volunteers for any reason. Volunteers under the age of 18 years old are not permitted on the construction sites. Volunteers seeking court ordered community service will be permitted to volunteer at the discretion of the Volunteer Coordinator. Court-ordered community service volunteers will be permitted to volunteer on a case by case basis depending on the nature of the offense and **may be subject to a background check at the expense of the volunteer**. Court-ordered volunteers are required to follow specific guidelines:

1. Volunteers will provide all paperwork for documentation.
 - Completed documentation will be available for pickup **NO EARLIER** than 1 week after completion of service hours.
2. Volunteers will arrive promptly for specified shift(s).
3. Volunteers will dress appropriately:
 - T-shirt with sleeves, sturdy shoes (**no** open-toed shoes), jeans/long pants (**no** pajama pants)
4. Volunteers will be polite and respectful of all employees, customers, and other volunteers.
5. Volunteers will return tools, clean-up their work areas, and take care to secure the work area (i.e. turn off water, lock doors, etc.).
6. Cell phone usage is not permitted.
7. Community Service Volunteers will complete all task requested of them.
8. Court-ordered volunteers will confirm each work shift a minimum 1 day prior with the Volunteer Coordinator (by calling 509.943.5555) or risk being sent home.
9. Volunteers will **CHECK-IN** and **CHECK-OUT** with Habitat Staff member (Volunteer Coordinator, Site Manager, or Store Manager) **for each shift worked** at the risk of forfeiting volunteer hours.

Habitat for Humanity reserves the right to terminate the relationship with any volunteer if the Habitat for Humanity volunteer guidelines are not followed. If the relationship is severed, the volunteer will need to find another agency to fulfill the remainder of their community service hours.

Volunteer Signature: _____

Date: _____

Habitat for Humanity in Tri-Cities, WA

Court Ordered Community Service Volunteer Guidelines

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VOLUNTEER COPY

Volunteer Signature: _____

Date: _____

